Getting Started: Modify Your Personal Information

Access Your Worker Profile Page
Click your Profile icon > View Profile. Your Worker Profile page displays.

Note: All instructions in this job aid start from the Worker Profile page.

Add or Change Your Contact Information
1. Click the Contact tab. The Contact subtab is selected.

2. Click Edit. Within each section click the Edit icon to change existing information, or the Add button to add new information. You can also click in a field to edit.

3. Click Submit.

Add or Change Emergency Contacts
1. Click the Contact tab.

2. Click the Emergency Contacts subtab.

3. Click Edit. Enter or modify your emergency contacts.

4. Click Submit.

Modify Your Personal Information
1. Click the Personal tab. The Personal Information subtab is selected.

2. Click Edit. Enter or modify your personal information.

3. Click Submit.

View Your Identity Paperwork
1. Click the Personal tab.

2. Click the IDs subtab. You cannot make changes to this information; you can only view it.

3. Click the Documents subtab. Click document links to download or view documents. Click Add to attach documents to your profile, Edit to make changes to documents, or Delete to remove them.

Change Your Legal Name
1. Click your Actions icon.

2. Select Personal Data > Change My Legal Name.

3. Enter your new information, including any required information.

4. Click Submit.

5. Click To Do to submit proof of name change or Done to submit later.

6. Click Done.

Your screens and processes may vary from those described here.
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Change Your Preferred Name

1. Click your Actions.
2. Select Personal Data > Change My Preferred Name.
3. Uncheck Use Legal Name as Preferred Name.
4. Enter your new information, including the effective date.
5. Click Submit and Done.

Add or Change Your Photo

1. Click your Actions > Personal Data > Change My Photo.
2. Click the Select files button to locate, crop, and upload your image, or drag and drop your image directly into the Attachments section from your local drive. You can crop and adjust the image by dragging the white corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your Profile page.
3. Click OK > Submit.
4. Depending on your organization’s configuration, you may need further approval before the change takes effect.

Delete a Social Network

1. Click your Actions > Personal Data > Maintain Social Network.
2. Click Delete next to the appropriate network.
3. Click Submit and Done.

Add and View Your Social Networks

1. Click your Actions > Personal Data > Maintain Social Network.
2. Click Edit to change an existing network, or Add Social Network Account to add a new one. You can maintain up to four networks.
3. Enter the social network and user name or web address you want to add. You can only add one account for each social network.
4. Click OK and Done.

View Transaction History

View your transaction history to see when you enrolled in benefits, changed personal data, etc.

1. Click the Job tab.
2. Click the Worker History subtab. Your business process history displays.
3. Click View Worker History by Category. The data is organized into different tabs to make it easier for you to review your history.

Change a Business Title

1. Click your Actions > Job Change > Change My Business Title.
2. Enter the Effective Date.
3. Enter the proposed Business Title.

Note: The supported file formats depend on your organization’s configuration. Typical formats include .png, .jpg, and .gif.
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4. Click Submit and Done.

Note: Depending on your organization’s security, this may be routed to another department for approval.

Manage Professional Profile Information

1. Click the Job tab; the Professional Profile subtab is selected.
2. Click the Add button next to a section.
3. Add your own information and/or edit existing information, including your experience, education, skills, and projects.
4. Click Submit and Done.

Upload My Experience

1. Click the Job tab; the Professional Profile subtab is selected.
2. Click the Upload My Experience button.
3. In the Upload File area, browse for or drop in your resume. Click OK and Done.

Note: Workday initiates a background process to upload your Professional Profile data. After the process has completed, a notification displays.

4. From the notification, click the Click Here link to review and complete the profile data.
5. Use the guided editor or the Summary section to validate and refine your uploaded data.
6. Click Submit and Done.

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